



Developing a Team

[Welcome Team Captain!](#)

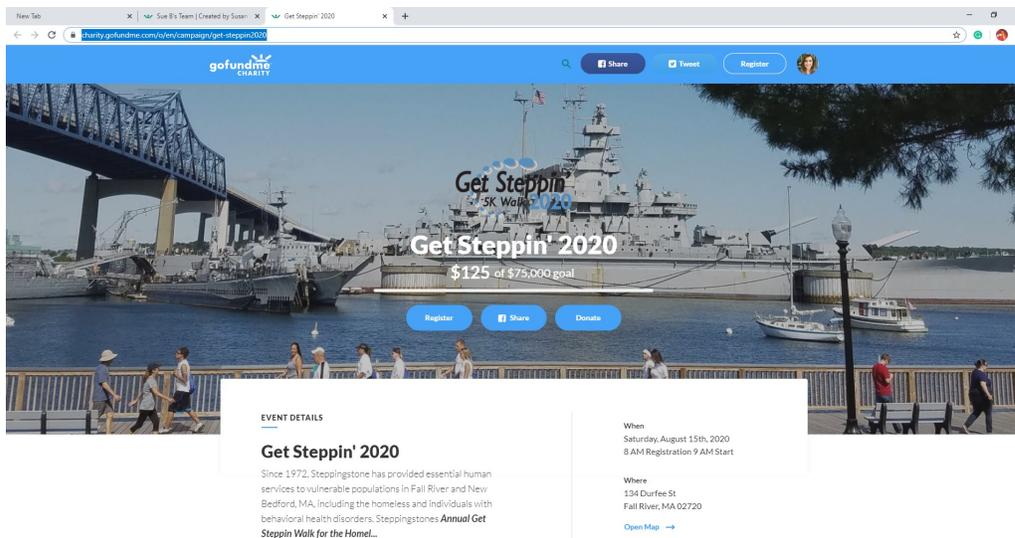
We are delighted that you are joining us as a Team Captain for Steppingstone's annual **Get Steppin** Walk for the Homeless! Thank you for taking the first step towards making our event a great success. These instructions are designed to provide you with the details needed to register and manage your team online, or create and manage your team off-line.

There are two methods for team fundraising:

- A. [Fundraise by developing your team Online](#), or
- B. [Recruit members and collect cash and checks off-line](#).

A. Developing your Team Online

Develop your team online at:
<https://charity.gofundme.com/o/en/campaign/get-steppin2020>



When you begin to develop your team online, you may either start by registering yourself, or registering yourself as well as other team members at the same time. If you choose to register yourself and other team members at the same time, just be aware that you will be paying the \$10 registration fee for each member you register. Below are instructions for both methods.

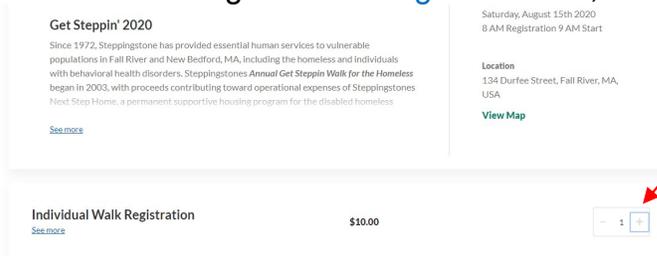
Instructions for:

[Creating an online team and Registering Yourself](#)

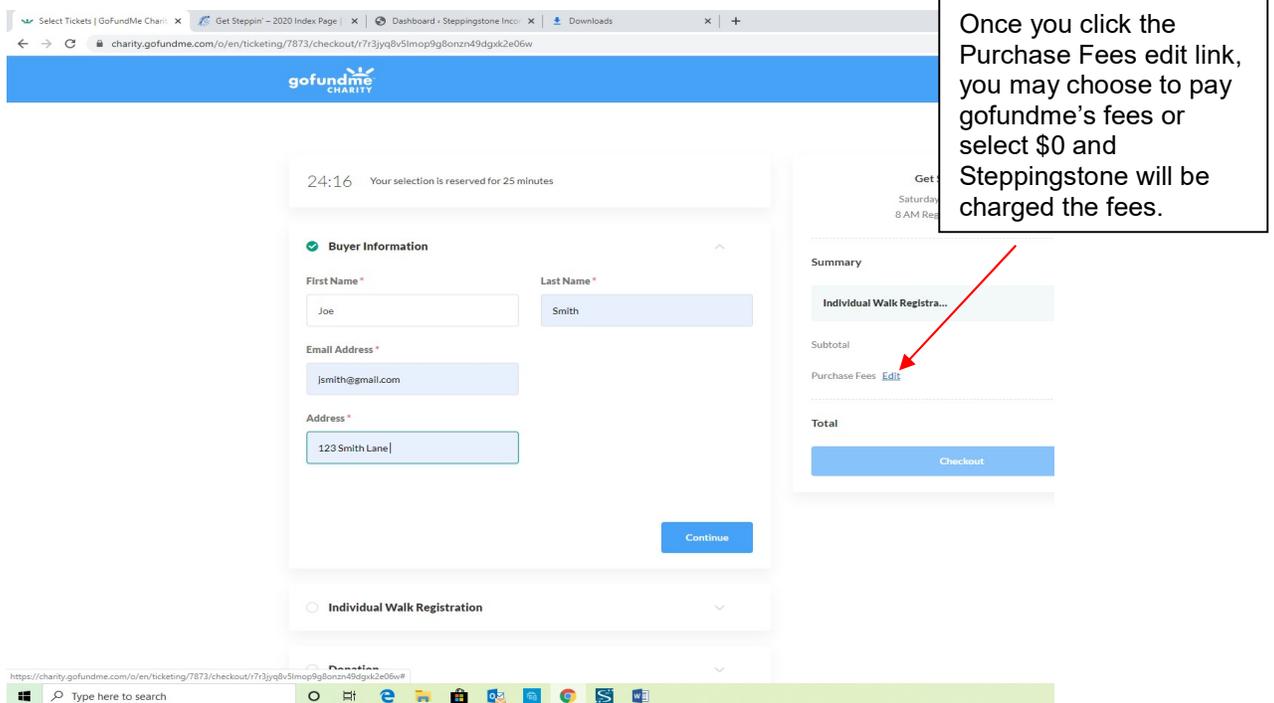
[Creating an online team and Registering Yourself and Other Team Members](#) (you will be paying registration fees for everyone when you chose this option).

Create a Team and Register Yourself.

1. After clicking the blue **Register** button, select the number 1 to register yourself.



2. Enter Buyer (your) information. Select options for fees by clicking the Edit link and selecting your preference for fees. Press the Continue button.



- For the Individual Walk Registration, you can check off “Copy from buyer information” but will still have to enter your Address.

The screenshot shows the 'Individual Walk Registration' form. A callout box on the left points to the 'Copy from buyer information' checkbox, which is checked. Another callout box on the left points to the 'I agree to the Liability Waiver' checkbox, which is also checked. A callout box on the right points to the 'Fundraise as a Team' button. The form includes fields for First Name (Joe), Last Name (Smith), Email Address (jsmith@gmail.com), and Address. A summary on the right shows a subtotal of \$10.00 and purchase fees of \$0.82, totaling \$10.82. A 'Checkout' button is visible at the bottom right.

- You then have the option to Join a Team or **Create a Team**. Select **Create a Team**, give your team a name and set your goal!!

The screenshot shows the 'Please select an option below' section. The 'Create a Team' radio button is selected. Below this, there are two input fields: 'Campaign Name' with the text 'Joe Smith's #1 Team' and 'Campaign Goal' with a dollar sign and the value '500'.

- Once you are registered, you can choose to make your donation to Get Steppin'. Another words, if besides your registration, you want to donate \$50, you would do so in the next screen.

The screenshot shows the 'Donation' screen. A callout box on the right points to the 'Yes!' button. Below the 'Yes!' button are five buttons for donation amounts: '\$10.00', '\$25.00', '\$50.00', '\$100.00', and 'Other'. A 'Continue' button is at the bottom right. The screen also has a 'No, Thanks' button and a 'Payment Information' section at the bottom.

- Complete the transaction by entering your payment information.

Within a few minutes, you will receive an email from gofundme on how to customize your team page, if you wish to do so. You can add your photo to your gofundme account. You can also upload a team photo, or the Get Steppin' logo will remain as the default. You may also write a narrative about your Get Steppin' fundraising campaign.

Your team members can find you by going to the Get Steppin' campaign and scrolling down through the teams, or you can provide them a direct link to your page. You may share your link on Facebook or Twitter directly from your gofundme Get Steppin' team page to reach more friends and family.

Set a fundraising goal, see how much your team is raising and have some fun competition with other teams! If you collect a combination of online donations and cash, you can record the "off-line" donations on your team page and turn in the cash to Steppingstone's Finance Department located at 506 N. Main Street, Fall River prior to the Get Steppin' event. In order to reconcile, we ask that you turn any cash in at least 48 hrs. prior to the day of the event.

3. You will first register yourself. For you Individual Walk Registration, you can check off “Copy from buyer information” but will still have to enter your Address

The screenshot shows a registration form with the following sections:

- Buyer Information:** Name: Joe Smith, Email: jsmith@gmail.com
- Individual Walk Registration:**
 - Item 1 (Required): Copy from buyer information
 - First Name: Joe, Last Name: Smith
 - Email Address: jsmith@gmail.com
 - Address: (empty field)
 - Fundraising Options: Fundraising is optional but recommended. Please provide a valid email address and campaign name to create a fundraiser.
 - Buttons: Fundraise as Team, Fundraise as an Individual
 - Agreement: I agree to the [Liability Waiver](#)
- Summary:** Individual Walk Registra... x4 \$10.00, Subtotal \$40.00, Purchase Fees \$2.38, Total \$42.38, Checkout button.

Annotations with red arrows:

- Box 1: "Check box for Copy from buyer information" points to the checked checkbox.
- Box 2: "Select Fundraise as a Team and you must checkoff I agree to liability waiver" points to the "Fundraise as Team" button and the "I agree to the Liability Waiver" checkbox.

4. Create a Team and set a campaign goal

The screenshot shows the "Fundraise as Team" form with the following fields and options:

- Buttons: Fundraise as Team (selected), Fundraise as an Individual
- Text: Please select an option below
- Radio buttons: Join a Team, Create a Team
- Form fields: Campaign Name (Joe's Team), Campaign Goal (\$ 500)
- Text: No thanks, I want to continue without fundraising
- Text: I agree to the [Liability Waiver](#)
- Button: Continue

5. Register the Other 3 team members with their information.

Individual Walk Registration ^

Item 1 (Required)

Copy from buyer information

First Name * **Last Name ***

Email Address *

Address *

Fundraising Options

Fundraising is optional but recommended. Please provide a valid email address and campaign name to create a fundraiser

Please select an option below

Join a Team
 Create a Team

[No thanks, I want to continue without fundraising](#)

I agree to the [Liability Waiver](#) *

Individual Walk Registration ^

Individual Walk Registration ^

6. Once all team members are registered, you can choose to make your donation to Get Steppin'. Another words, if besides your registration, you want to donate \$50, you would do so in the next screen.

The screenshot shows a GoFundMe checkout page. On the left, there are four items in the cart, each with a radio button and a dropdown arrow. The first two are 'Individual Walk Registration' (checked), and the last two are 'Individual Walk Registration' (unchecked). Below these is a 'Donation' section with the question 'Would you like to make a donation to support STEPPINGSTONE INC?' and a note that a record will be emailed. There are two radio buttons: 'Yes!' (checked) and 'No, Thanks'. Below the radio buttons are five buttons for donation amounts: '\$10.00', '\$25.00', '\$50.00', '\$100.00', and 'Other'. A 'Continue' button is at the bottom right of the donation section. On the right side of the page is a 'Summary' box with a 'Checkout' button. The summary shows: 'Individual Walk Registra...' x4 \$10.00, Subtotal \$40.00, Purchase Fees \$2.38, and Total \$42.38. A red arrow points from a text box to the 'Yes!' radio button.

Summary		
Individual Walk Registra...	x4	\$10.00
Subtotal		\$40.00
Purchase Fees	Edit	\$2.38
Total		\$42.38

You may make a donation by selecting yes, the amount, and Continue.

7. Complete the transaction by entering your payment information.

Within a few minutes, you and the team members you registered will receive an email from gofundme. Your email will have a link to customize your team page. You can also upload a team photo, or the Get Steppin' logo will remain as the default. You may also write a narrative about your Get Steppin' fundraising campaign.

As you recruit new team members, they can find you by going to the Get Steppin' campaign <https://charity.gofundme.com/o/en/campaign/get-steppin2020> and scrolling down through the teams, or you can provide them a direct link to your page. You may share your link on Facebook or Twitter directly from your gofundme Get Steppin' team page to reach more friends and family. Have your team members share as well.

Set a fundraising goal, see how much your team is raising and have some fun competition with other teams! If you collect a combination of online donations and cash, you can record the "off-line" donations on your team page and turn in the cash to Steppingstone's Finance Department located at 506 N. Main Street, Fall River prior to the Get Steppin' event. In order to reconcile, we ask that you turn any cash in at least 48 hrs. prior to the day of the event.

B. Form team, recruit members and collect pledges off-line.

If you prefer to start a team without using technology or the internet, you may start your team, record and collect cash and submit it to Steppingstone's Finance Department prior to the Get Steppin' event. In order to reconcile, we ask that you turn funds in at least 48 hrs. prior to the day of the event. Contact Debra DeCosta at 508-674-2788 Extension 105 to set up a time to reconcile any cash collected for your team.

No matter which method you decide on using, as a Team Captain, you are a powerful force in the fight to help the homeless in Fall River!!